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## CHAPTER 4

## CONTROL, SECURITY, EMERGENCIES

SECTION 1. PRISONER ACCOUNTABILITY SYSTEM4101. CONTROL CENTER FUNCTION

1. The control center is the focal point for all brig security and control operations, and is the impenetrable nerve center of the brig. It is here that all prisoner movements are directed, controlled, and accounted for; that all keys are controlled and accounted for; where the entry and exit of all prisoners, staff personnel, and visitors are controlled; and where emergency equipment is stored. The main communications terminals, both regular and emergency, are located in the control center. Outside telephone switchboards will not be operated from the control center during normal daytime working hours. Master count records are maintained in the control center and the reports of daily counts are prepared and verified there.

2. The control center shall be manned at all times and its security integrity maintained. Access to the control center shall be limited to authorized personnel. Prisoners shall not be allowed access to the control center under any circumstances. The security features of the control center should be sufficient to prevent unauthorized persons from entering forcibly. The control center shall have windows which are glazed with security glass as specified in reference (k) and security openings, through which keys, badges, papers, etc., can be issued and received.

3. The control center should be constructed and ventilated so that in the event chemical agents are used within the facility, they will not be inducted into the control center.

4102. CONTROL CENTER ACCOUNTABILITY SYSTEMS

1. Certain basic information must be maintained and controlled to ensure adequate accountability of prisoners at all times. This system will be controlled by and maintained in the control center. The extent of this system will be tailored to meet local needs. Small centers may combine elements as desired. Many of these required reports can be generated by the Correctional Management Information System (CORMIS). Elements of this system are:

a. The Confinement Order (NAVPERS 1640/4). Confinement Orders shall be delivered to the control center by the receiving

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and release supervisor immediately upon receipt of new prisoners. The control center supervisor shall make the necessary additions and deletions to the control center records and forward the Confinement Order to the administrative supervisor by the next workday for inclusion in the prisoner's file.

b. Prisoner Identification Badge (NAVPERS 1640/16). The control center's copy of the Prisoner Identification Badge (NAVPERS 1640/16) will be maintained in alphabetical order in a visible or readily visible file in the control center. New badges will be added only when new Confinement Orders are received and those on file will be removed from the Master File only upon receipt of an executed Prisoner Release Order (DD 367). At this time both shall be forwarded to the administrative supervisor for inclusion in the prisoner's file. Electronically generated prisoner badges in the same format may be utilized with prior approval by Chief of Naval Personnel (Pers-84) or the Commandant of the Marine Corps (Code MHC).

c. Berthing Assignment Record. This record shall follow the berthing configuration of the facility and shall show which prisoner is assigned to each occupied dormitory or cell berth.

d. Work Assignment Record. This record is established to accommodate local work assignments for quick verification of work detail and location of the prisoner.

e. Out Count Record. This record shall be maintained in the control center only if there are prisoners outside the facility. Normal format is a wall chart which provides the time of the count and an appropriate number of spaces under each authorized out-count location (i.e., hospital, Naval Legal Service Office (NLSO), Transient Personnel Unit (TPU), etc.) and constructed so as to allow prisoners' names to be written in and erased repeatedly without damaging the form (i.e., grease pencil on an acetate cover). The form shall also indicate the berthing space which will be vacant when a prisoner is counted out of quarters.

f. Daily Change (or Transfer) Sheet. A listing of all authorized status and program changes will be prepared daily, authenticated by the brig officer or programs officer, and distributed to all posts and a copy will be provided to the control center. All housing moves, except emergencies, will be accomplished in conjunction with the Daily Change Sheet.

g. Daily Appointment Sheet. Each work day, a Daily Appointment Sheet will be prepared by the administrative supervisor listing all authorized appointments for the following workday (i.e., medical appointments, legal appointments, military

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personnel appointments, chaplain interviews, etc.). This list will be authenticated by signature of the brig officer or administrative officer and distributed to the control center and each applicable post. This list shall group appointments by time sequence and each entry shall show the prisoner's name, social security number, and the call-out appointment. A column will be provided for explanatory remarks. Prisoner passes shall be prepared prior to the time of the call-out by the quarters supervisor or escort/project supervisor who has custody of the prisoner at the time of the call-out appointment.

h. Prisoner Release Order (DD 367). Release orders shall be verified and maintained in the control center until the release is effected. Then, forward the release order to the administrative supervisor for inclusion in the prisoner's file. The administrative supervisor will ensure that the information is properly reflected on the Daily Change Sheet when known in advance. At the actual time of release, obtain the receipt signature on the release order, and deliver the completed form to the control center for the necessary record changes.

i. Brig Log. The log is the historical record of prisoner transactions and other significant events. It shall be maintained in the control center and reviewed (and countersigned) by the brig duty officer/duty brig supervisor at the conclusion of each watch. A running count will be included in this log.

#### 4103. COUNTS

1. A minimum of three prisoner counts shall be made daily (reveille, end of workday, and taps). More frequent counts may be required depending on prisoner population and the physical characteristics of the facility; however, the frequency of the counts should not unduly interfere with the normal workday activity. In addition to the scheduled counts, work supervisors and quarters supervisors shall be required to make irregular but frequent checks of all prisoners under their supervision. There must be periodic bed checks of all prisoners during the night; however, prisoners shall not be awakened for this purpose. Routine counts will be scheduled at times which will not interfere with work, training, sleep, or recreation schedules. The results and times of all counts shall be entered in the brig log.

2. To ensure an accurate and well-organized count the following procedures shall be incorporated:

a. A 5-minute warning will be announced to alert the supervisors and to halt prisoner movement.

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b. All external gates will be secured during the count and will not be opened until the count is cleared.

c. When count is sounded, the staff shall ensure there is no prisoner movement until the count is certified correct and the count is secured by the control center. To ensure uniformity of procedures, prisoners shall be assembled as follows:

(1) In Cellblocks. Prisoners shall stand at attention in their cell facing the door with the door shut and locked.

(2) In Dormitories. Prisoners shall stand at attention at the aisle end of their berth. Two staff members will conduct the count; one staff member shall observe all prisoners while the other makes the count. This is to ensure no prisoner movements/substitutions are made resulting in double counting. The only exceptions to standing at attention during count will be those prisoners who have a medical restriction and are in quarters and those few prisoners who may be assigned to night work and the count occurs during their normal period for sleep.

(3) Outside of Quarters. Those prisoners outside of their quarters shall be assembled in a military formation and required to stand at attention while they are being counted.

d. As soon as the quarters or project supervisor has an accurate count, it will be reported to the control center supervisor.

e. The control center supervisor will total the number of prisoners signed out of the facility with the number of prisoners reported by supervisors and verify the total count.

f. In the event of a miscount, the count will be repeated as stated above. A second miscount will cause the control center supervisor to call for a picture count from each supervisor conducting the count using the Prisoner Identification Badge (NAVPERS 1640/16). In the event the picture count finds a prisoner(s) missing, the escape provisions required to be established by article 4407.3 will be initiated.

g. Supervisors will personally count the prisoners under their control and shall not allow any prisoner to assist them.

h. Emergency counts shall be conducted whenever deemed necessary.

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4104. Prisoner Movement

1. Activities and movements of prisoners must be controlled. They must be orderly, punctual, and well supervised. Military formations and procedures are excellent control measures and will be utilized whenever feasible.
2. Utilization of prisoner passes shall be stressed in large facilities to facilitate the control of prisoner movements within the facility. Prisoner passes shall be used for special purposes which require prisoners to leave their regular details. Strict control of the prisoner pass system must be maintained. All members of the staff, staff specialists, and prisoners must be instructed in the operation of the pass system in order for it to operate correctly and efficiently.
3. In lieu of an Armed Forces Identification Card, the installation custody prisoners shall carry an Installation Custody Agreement (DD 512) describing their status and limits of movement.

4105. SALLY PORT OPERATIONS

1. A sally port is basic to the secure operation of any shore brig. Used properly, it affords security and control over entry to and exit from the brig.
2. The following procedures shall be followed in the sally port operations:
  - a. Whether the gate or door locks are keyed manually or operated electrically, provisions shall be made to prevent both from being inadvertently opened at the same time.
  - b. If the sally port doors or gates are electrically operated, the controls will be located inside the control center or within a secure post which has an unobstructed view of the sally port.
  - c. If the sally port is used primarily for vehicles, it should be so constructed that the largest vehicle entering can be contained within it with both gates closed. Ensure that any prisoners accompanying a vehicle have been properly logged out of the shore brig by the control center supervisor. All vehicles entering a sally port shall be searched.
  - d. Other staff members may assist the security supervisor in searching prisoners and vehicles, but the ultimate responsibility

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for ensuring that no contraband or unauthorized prisoners pass through the sally port rests with the security supervisor.

## SECTION 2. PRISONER CUSTODY CLASSIFICATIONS

### 4201. PURPOSE AND DEFINITIONS

1. Purpose. The purpose of custody classification is to establish the degree of supervision needed for control of individual prisoners. Custody classifications provide guidance for supervision of prisoners and permit the establishment of security measures consistent with the requirements of the individual. Among prisoners there are wide variations in personality and mentality. Where there is fair and impartial treatment, prisoners generally present no serious disciplinary problems. There are some prisoners, however, who are deliberately uncooperative. Some have personality difficulties which make them chronic sources of trouble, such as the highly aggressive person or those acutely depressed. Efforts must be made to identify all special cases, and control measures instituted to ensure the safe and orderly administration of the brig. An objective custody classification process which addresses the characteristics of the prisoners should be developed and used.

2. Classification Definitions. Every prisoner shall be assigned one of the following custody classifications:

a. Maximum Custody. Prisoners requiring special custodial supervision because of the high probability of attempted escape, or because they are dangerous or violent and whose escape would cause concern of a threat to life or property. Ordinarily, only a very small percentage of prisoners should be classified as maximum custody.

(1) Supervision must be immediate and continuous. A DD 509 should be posted by the cell door and appropriate entries made at least every 15 minutes.

(2) They shall not be assigned to work details outside the cell.

(3) They shall be assigned to the most secure quarters.

(4) Two or more staff members shall be present when a maximum custody prisoner is out of his or her cell.

(5) Maximum custody prisoners will wear restraints at all times when outside the maximum security area. There will be two

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escorts with each maximum custody prisoner at all times while outside the cell. On a case-by-case basis, commanding officers of brigs may authorize additional restraint for movement of specific maximum custody prisoners. A military judge may direct that restraints be removed from a person in the courtroom if, in this judge's opinion, such restraint is not necessary. In all cases the limitations of article 1102 of reference (b) should be observed.

b. Medium Custody In. Prisoners who present security risks but do not warrant maximum custody level. They are neither dangerous nor violent.

(1) Supervision will be immediate at all times.

(2) They will not be assigned to work outside the security perimeter.

(3) They will wear restraints outside the security perimeter, unless senior security personnel determine restraints are not required in a particular circumstance.

(4) They will require two escorts when outside the security perimeter, unless senior security personnel determines that one escort is acceptable in a particular circumstance.

(5) They may be assigned dormitory quarters.

c. Medium Custody Out. Prisoners requiring continuous custodial supervision, but whose potential for escape does not present a threat to life or limb or destruction of property.

(1) Supervision shall be immediate and continuous at all times when outside the security perimeter of the brig.

(2) They may be assigned to any regular work inside or outside the facility.

d. Minimum Custody. Prisoners who do not present an apparent escape risk. Their behavior demonstrated while confined requires only limited custodial supervision.

(1) Custodial supervision may be occasional or periodic; a system of checks is usually sufficient.

(2) They are usually assigned work outside the facility; are escorted and transported by the brig staff or trained and certified escorts to and from the work site; but, while working, they may be under the supervision of other than correctional

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staff if the person(s) is trained and certified as an escort in accordance with article 7406 of this manual. Supervision must be constant while outside the brig.

e. Installation Custody. Certain post-trial prisoners who require only limited custodial supervision. They may work and move about much the same as individuals in normal duty status. The following guidelines apply to placing persons in installation custody:

(1) Have completed at least one half of the confinement adjudged, or the convening authority has taken action, whichever occurs first.

(2) Are not more than 6 months from minimum release date.

(3) Have not previously been removed from this custody grade for cause.

(4) May be berthed inside or outside the security perimeter of the brig. Additional authorized privileges, such as attending the installation theater, library, sports events, and similar activities may be granted.

(5) The person's uniform outside a Navy brig will not identify the individual as a prisoner. Prisoners confined in Marine Corps brigs will wear the standardized prisoners uniform in accordance with MCO 1640.5A (NOTAL).

(6) All such prisoners must sign a DD 512 and carry it with them at all times outside the facility. A locally prepared agreement, listing the limitations on movement outside the facility shall be agreed to and signed by installation custody prisoners, and countersigned by the brig officer. The pass will be turned in and checked out from the control center supervisor as required. Assignments should depend on ability to handle responsibility and, whenever possible, be commensurate to the individual's training, skill, the needs of the service, and the potential training value to the prisoner. The maximum use of installation custody status is encouraged.

#### 4202. CLASSIFICATION CRITERIA

1. All new prisoners, except those specifically deemed to be serious management problems (maximum custody), should be assigned a "medium-in" custody classification during the reception phase. Detainees will not be assigned a medium out or minimum custody classification. Navy brigs will use the objective classification system provided by the Chief of Naval Personnel.



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2. Ultra-conservative custody classification results in a waste of prisoner and staff manpower. A high number of maximum and medium custody prisoners requires more staff members for supervision, and the kinds of productive work available to higher custody classifications are usually much more limited. The classification system must follow established, but flexible, procedures.

3. A custody classification shall be based on the amount of supervision each individual requires. It is inherent in the system that those prisoners in lesser custody status (minimum or installation) will have the opportunity for additional privileges, simply because of the requirement for reduced supervision and of their increased mobility. A prisoner in any custody classification may be granted extra privileges, within security constraints, for above average performance. Privileges must be earned and are not automatic with a custody classification. The prisoner should be placed in the lowest custody classification possible as soon as possible. Thus, it is not appropriate to "promote" prisoners through the custody classifications in sequence. If the individual subsequently does not meet the established criteria, the custody classification can be revised.

4. The following are factors to be considered in assessing higher custody classifications (maximum or medium-in):

- a. Assaultive behavior.
- b. Disruptive behavior.
- c. Serious drug abuse.
- d. Serious civil/military criminal record.
- e. Low tolerance of frustration.
- f. Intensive acting out or dislike of the military (however, when a punitive or administrative discharge is pending, this type individual may prove to be no custodial risk).
- g. History of previous escape(s).
- h. Pending civil charges/detainer filed.
- i. Serving a sentence which the individual considers to be unjust or severe.
- j. Poor home conditions or family relationships.

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k. A mental evaluation indicating serious neurosis or psychosis.

l. Indication of unwillingness to accept responsibility for personal actions past and present.

m. Demonstrated pattern of poor judgment.

5. The following are factors that indicate lower custody classifications (medium-out, minimum or installation custody).

a. Clear military record, aside from present offense.

b. Close family ties; good home conditions.

c. The offense(s) charged is not serious.

d. Apparently stable mental condition (responsibility).

e. Indications that the individual wishes to return to duty.

f. Comparatively short sentence to confinement; however, length of sentence should not be an overriding factor.

g. Behavior during a previous confinement.

6. It must be understood that the factors mentioned above are only indicators, not ironclad rules. An evaluation of all phases of the prisoner's performance should be made prior to each custody change. By following the criteria and concepts outlined above, commands will be able to reduce the staff-to-prisoner ratio, make more efficient use of staff, and provide an atmosphere in which restoration efforts will be more effective.

7. Adult Internal Management System. An Adult Internal Management System (AIMS) classification will be determined for each prisoner confined in Navy brig. This is a five-level classification of prisoners based on aggressiveness of personality and methods of problem management used by an individual. AIMS is never used for custody or privilege determination, but is very useful for housing and programming prisoners together in order to maximize their opportunities to succeed and to utilize programs offered. The use of AIMS in each brig is required; each Classification and Assignment Board or Unit Board will consider a prisoner's AIMS Classification in assignment of berthing, program, and work.

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4203. EVALUATION OF PRISONERS

1. An evaluation program as issued by CHNAVPERS (Pers-84) shall be implemented in all Navy brigs and correctional custody units. Factual information concerning prisoners, such as home and community background, education, service adjustment, attitudes, offense and circumstances, sentence, and any other pertinent information should be assembled early in their confinement. Through observation and evaluation reports, staff contacts, and recommendations/actions of higher authorities, histories of prisoners can be developed for use in determining their response to the corrections program. This in turn will indicate possible program changes.

2. The receiving and release supervisor will ensure that a Personal History Record (DD 498) and an Initial Contact Sheet (NAVPERS 1640/19) are completed on each prisoner as part of the admission process. The Initial Contact Sheet shall be reviewed by the brig duty officer/duty brig supervisor and forwarded to the correctional counseling staff.

3. All members supervising prisoners shall be responsible for evaluating prisoners in their charge and shall submit periodic written reports on their performance. This must be done on a scheduled basis, preferably weekly, to show levels of performance on a continuing basis. The evaluation will be submitted on the Work and Training Report (NAVPERS 1640/10)/or Responsible Servicemember Form.

a. Each report should describe the prisoner's attitude, work performance, overall performance, ability to get along with others, problems known to the supervisor, and any recommended custody or program changes.

b. Supplementary reports shall be submitted when a prisoner demonstrates behavior which is out of the ordinary, either good or bad.

4. A treatment file shall be developed for each prisoner to maintain all pertinent information. This file shall be made available to staff members on a "need-to-know" basis. It shall be made available for official reviews of adjustment and for board usage.

5. Each staff member has the responsibility for passing information concerning prisoners to the proper authority in the brig. What seems to be a bit of trivial information may prove to be significant when coupled with other information on hand. The behavior and attitude of the prisoner in the berthing area, at

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work, in recreation, and in a classroom will provide a good overall indicator of problem areas and adjustment progress. Continuous staff evaluation of each prisoner cannot be overemphasized.

4204. CLASSIFICATION AND ASSIGNMENT BOARD (CUSTODY). The brig Classification and Assignment board (C&A) will establish an individual prisoner's custody classification using objective classification procedures as much as possible. When the C&A Board determines custody classifications, it will be composed of the brig officer or designated representative, one senior staff member from security and one from programs, and any other members appointed by the brig officer. See article 6303 of this manual for the program functions of the C&A Board.

4205. SPECIAL QUARTERS

1. Policy

a. Some prisoners require additional supervision and attention due to personality disorders, behavior abnormalities, or other traits of character. If required to preserve order, the brig officer or, in his or her absence, the brig duty officer/duty brig supervisor may authorize special quarters for such prisoners for purposes of control, prevention of injury to themselves or others, and for the orderly and safe administration of the brig. A hearing to determine the need for continued administrative segregation of the prisoner will be conducted by a member of the brig staff, appointed by the brig officer, to review and make recommendations to the brig officer within 72 hours of the prisoner's entry into segregation.

b. The special quarters unit is a group of regular cells used to house those prisoners who have serious problems of adjustment, are highly temperamental or emotional, antisocial, some medical cases, or who cannot get along with other prisoners, or are persistent custodial problems. Special quarters is not a punitive measure and shall not be used as such. Prisoners must understand their status at all times. Prisoners are assigned to special quarters by the brig officer and shall not have normal privileges restricted unless privileges must be withheld for reasons of security or prisoner safety (e.g., suicide risks or aggressive homosexuals). For each period of 30 days a prisoner is retained in special quarters, the brig officer will determine and certify the requirement for continuation in special quarters.

2. Behavior and Custody Problems. On rare occasions it may be necessary to confine violent prisoners in cells without furnishings to prevent them from injuring themselves or others.

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Such a measure shall be used only upon specific direction of the brig officer. A segregated prisoner shall be released to regular quarters as soon as the need for special segregation is past.

3. Homosexuals. Persons who are suspected, accused, or convicted of homosexual acts shall not automatically be segregated, or berthed in cells. Confinement in a cell may be appropriate when the prisoner has been involved in acts that may jeopardize the prisoner's safety or the safety of others. Homosexuals shall not be restricted from normal privileges and supervised activities available to other prisoners in the same custody classification if their conduct in confinement is non-aggressive and otherwise satisfactory.

4. Suicide Risks

a. Prisoners with a history of suicide attempts or who are considered to be suicidal should be immediately referred to the medical department for further evaluation and appropriate action. The prisoner should be made aware that he or she may request the brig chaplain provide spiritual or religious counseling. A prisoner evaluated as suicidal by the Medical Department must be hospitalized immediately. If deemed appropriate by the brig officer, prisoners who have threatened suicide or have made a suicidal gesture, but who are found fit for confinement, may be placed in the category of "suicide risk" for observation. They will be placed in special quarters and placed under continuous sighting. The prisoner's clothing may be removed where deemed necessary by the brig officer but must be under observation of a supervisor of the same sex. Closed circuit television may be installed at a limited number of cells for observation. Use of this equipment would be in addition to the requirement above.

b. If evaluations are delayed, and these persons remain in confinement, they shall be quartered in cells and checked at a minimum of 5-minute intervals. They shall not be permitted to retain implements with which they could harm themselves.

c. When prisoners are no longer considered to be suicide risks by a medical officer, they shall be returned to appropriate quarters.

5. Procedures. All prisoners in special quarters shall be under continual supervision. Special precautions shall be taken in equipping, inspecting, and supervising their quarters to prevent escapes, self-injury, and other serious incidents. They shall be sighted at least once every 15-minutes by a staff member and shall be visited daily by a member of the medical department and the brig officer. In addition, it is highly desirable that

prisoners in special quarters be visited daily by a chaplain. Each sighting of and visit to any segregated prisoner shall be officially recorded and include date, time, name of visitor, and any appropriate remarks. The Inspection Record of Prisoners in Segregation (DD 509) shall be used to record visits.

6. Acquired Immune Deficiency Syndrome (AIDS)/Human Immunodeficiency Virus (HIV). AIDS and HIV Positive cases are relatively rare occurrences in naval brigs. If a prisoner is found to have contracted HIV or is suffering from active AIDS, consult the Infectious Disease Clinic, National Naval Medical Center, Bethesda, MD (DSN: 295-4237; Commercial (301) 295-4237), immediately for guidance if local medical personnel are unable to provide adequate guidance. Additionally, Chief of Naval Personnel (Pers-84) provides separate correctional guidance as to the handling of such cases by brig staff and others. Unresolved security issues and questions may be referred via chain of command to Chief of Naval Personnel (Pers-84) for assistance. Telephone contact to major claimant or Chief of Naval Personnel (Pers-84) is acceptable in cases requiring expeditious responses. MCO 6700.3 (NOTAL) provides guidance regarding management of HIV positive individuals in Marine Corps brigs.

#### 4206. BERTHING

1. Where facilities permit, the newly admitted prisoner will be housed separately from the general population until indoctrination in prisoner regulations and other administrative details of reception are completed. During this period of orientation, prisoners shall be objectively evaluated and a custody classification assigned prior to transfer to the general population.

2. Although preferred, there is no requirement that prisoners of different legal status (detained or sentenced) be berthed separately. In some brigs, practicality dictates that these prisoners be berthed in the same quarters. However, every effort will be made to maintain separate berthing and an entry will be made in appropriate brig logs when commingling becomes necessary.

3. Maximum custody prisoners and segregated (special quarters/disciplinary) prisoners will be berthed apart from the general population.

4. Separation of prisoners should be by custody or Adult Internal Management System (AIMS) classification. (See article 4202.7) The optimum situation would permit housing different custody classification prisoners in different and separate areas.

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Where optimum conditions do not exist, prisoners in medium and minimum custody classifications may be housed together.

5. Prisoners requiring special custody and security measures must be identified and segregated at the earliest possible time.

### SECTION 3. SECURITY SYSTEMS

#### 4301. RESPONSIBILITIES FOR SECURITY

1. The primary purpose of a brig is the custody and control of prisoners. The control of prisoners is effected by the impartial enforcement of reasonable rules and regulations which are necessary for the safe and orderly operation of the facility. Custody and control measures shall be adequate to maintain good order and discipline, and to protect staff personnel and prisoners.

2. A sound system of security, custody, and control shall be established in each facility. Every staff member must understand that custody and security do not stand alone but are interdependent with all other portions of the operation. Each individual assigned to a brig is responsible for its security, regardless of duty assignment.

3. Fixed posts shall be maintained to ensure that all traffic is permitted to enter or leave only upon suitable identification and inspection. Because of the nature of the prisoner population in the naval service, the use of armed sentries within the perimeter is not authorized. When perimeter sentries are necessary, sentries outside the compound of a shore brig shall be located so as to have an unobstructed view of the enclosure, and approaches to it.

4. Security measures inside the brig are the day-to-day control and supervision procedures designed to facilitate the movements of prisoners, to assure control of their whereabouts, to guard against violation of rules, and to promote discipline and good order. Posts must be established at key points such as in quarters and at entrances to work and recreation areas to afford control and supervision. Provisions must also be made for supervision during meals and other activities.

5. The existence of programs or activities such as work, organized recreation, and self-improvement activities combine to create sound custodial measures. Security cannot be assured if it is based on procedures which are operated wholly against the will of the prisoners. When prisoners spend long hours in idleness and feel they are harassed by unnecessary restrictions

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and procedures, hostility is created and the desire to escape or resist become dominant forces.

6. The brig shall be posted as a restricted area. Persons not assigned to duty at the brig shall not be allowed to enter the area except on official business or as authorized visitors. Members of the staff, quartered or subsisted within or outside the compound, shall remain clear of the prisoners and brig area when off duty. Authorized visitors will be required to wear a visitor's badge on the front of their outside garment, above the waist.

4302. CONTRABAND AND SEARCHES

1. Contraband

a. Contraband is any article not authorized to be in the possession of prisoners or any item authorized for a prisoner's use that has been modified for a use other than that originally intended. Local regulations will specify what items are allowed and under what conditions. Items which threaten the security and safety of the brig, or the possession of which are illegal, are always contraband.

b. Contraband items can be controlled through close supervision and frequent searches. Unscheduled searches of prisoners, cells, visiting rooms, recreation areas, library, heads, galley, mess halls, work areas, vehicles, deliveries, and shipments are essential. Personal property and items of clothing that accompany new prisoners must also be closely searched to prevent the introduction of contraband.

c. When contraband is discovered, a written report must be made listing the items and covering precisely the circumstances of discovery. The contraband items along with the report shall be submitted to the brig officer. It is essential that a strict chain of custody be maintained of any evidence which may be used in disciplinary action.

2. Searches. Prisoners shall be instructed that their persons, their quarters, and their work areas are subject to search at any time during their stay in confinement. Searches should be conducted in a professional manner. The policies of article 3404 are applicable. There are two general types of searches, one of a person, and the other of an area. These two methods are described below and shall be used as the situation requires.



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a. Search of the Person. Searches shall be conducted by staff members of the same sex as the prisoner, absent extreme emergency.

(1) Frisk Search. In the frisk search, the prisoner's body and clothing are examined by the staff member running his or her hands over all areas. The possessions carried by the prisoner are also examined. Requirements for prisoners to assume exaggerated positions are not normally necessary. Unnecessary force is prohibited. A quick, careless search is useless. Random frisks will usually prove adequate in controlling contraband. Care must be taken not to establish a predictable pattern in conducting these searches.

(2) Strip Search. The strip search shall be used in admitting new prisoners, when transferring prisoners or whenever suspicion of a crime or violation of the UCMJ attaches to a prisoner. The brig officer will determine how often strip searches are to be conducted following visits, in those situations where the prisoner has been outside the security perimeter, and special cases when deemed necessary. In situations where all prisoners are not strip searched, and no specific incident exists, random selection shall be used. Random selection requires an objective method; staff choice on the spot is not an acceptable method. The complete search will be made in privacy and the searcher shall have another staff member present as a witness. In these searches the prisoners shall remove their shoes and all clothing. Clothing, personal effects, and body shall be carefully searched.

(3) Body Cavity Search. Internal examination of the body orifices, when required, shall be made only by authorized medical personnel. This requirement does not preclude visual examination by staff members.

b. Area Search. All areas shall be subjected to a thorough search from time to time on an unscheduled basis. Visiting areas will be searched by staff before and after all visits, and prior to any further access by prisoners. In conducting such searches, a definite plan should be followed. Prisoners should not be present during the search nor be permitted to see how it is conducted. If prisoners are occupying the area to be searched they should be marched out of the area, each being frisk searched on leaving. All authorized articles should be handled carefully and replaced when the search is completed. Care should be exercised to avoid any undue disturbance of prisoners' effects.

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4303. KEY CONTROL

1. The control of keys is a major element of security. A key control system should include routine (at least monthly) surveys to ensure that the authorized number of keys are available and that they will operate the locks. The system should identify each key or ring of keys and give its location at all times. No key's marking should indicate its function. Locks and keys (including spare keys) for fire escapes and emergency doors must be checked frequently to ensure their operation. Only authorized staff members shall have brig keys in their possession, and then only during the performance of duties requiring the use of those keys. Keys shall not be taken from the facility. A duplicate set shall be held in reserve for use in emergencies and will be rotated regularly with duty keys to ensure all keys function properly. A third duplicate set of keys shall be maintained outside the brig and at a secure location providing 24 hour availability. All sets of keys will be rotated regularly (at least every 3 to 6 months) to ensure they function properly.

2. Keys shall be located in the control center and, except when in use, shall be stowed in a cabinet or locker that will be secure at all times. Stowage should be such that keys may be readily selected in case of emergencies. The key control system must be rigidly enforced. The control center shall have an accurate key book showing the number of each key, trade name of lock and its location, and the number and location of keys for that lock. Each key or ring of keys shall have its own hook on the key panel board. Staff members authorized to draw keys will use a metal tag system for each key drawn and be required to return the key after use. All keys must be accounted for at all times.

3. A sentry within a locked area should have only the keys to a locked sub-area (such as keys to cells within a cellblock.)

4. A system for the control of brig staff members personal keys shall be implemented.

4304. TOOL CONTROL

1. Tool control is essential to the security of the brig. Small tools as well as large will be marked/tagged for identification and closely controlled. Each staff member must report violations of the tool control plan. Ladders, rope, and other equipment that can be used for escape purposes or for weapons should be included in the tool control plan.

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## 2. Required Procedures

- a. Keep tools to a minimum and maintain an accurate up-to-date inventory of all tools.
- b. Utilize a shadow board with outlines for tools and/or maintain tool cribs.
- c. Regularly verify presence of tools.
- d. Check out tools so that responsibility for each tool can be determined at all times.
- e. Frequently verify the location of tools, and ensure that hazardous tools such as files, hacksaws, welding torches, and pipe cutters are used only under supervision.
- f. Tools allocated to various departments should be distinctly marked for ready identification and to determine which department has the responsibility for them.
- g. Kitchen knives, meat saws, cleavers, ice picks, and barber tools shall be included in tool control. Where medical facilities exist, surgical knives and hypodermic needles shall be included.
- h. Hazardous tools such as hacksaw blades, files and tips for cutting torches and welding equipment shall be stored under lock and key.
- i. Missing or lost tools must be reported immediately.
- j. Broken, damaged, or worn tools must be turned in to the responsible supervisor for disposal. All pieces of a broken hacksaw blade, file, or similar tool must be properly accounted for and disposed of.
- k. A record of all tools shall be maintained and monitored, tracking each item from the time it enters the facility until the date it is removed from the facility.

### 4305. VEHICLE AND EQUIPMENT CONTROL

1. Authorization for entry or departure of any vehicle to or from the facility is contingent upon the consent to search. All vehicles leaving or entering the facility shall be carefully checked. Unattended parking in the compound shall not be permitted. A staff member shall remain with the vehicle the entire time it is in the facility unless the compound is clear of

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all prisoners. Containers entering the compound shall be searched unless they were banded or sealed at a point of shipment and have not since been opened. At the discretion of the brig officer, local conditions may not require search of every container; however, frequent spot checks of incoming containers shall be made instead. Inspections must be thorough. Laundry, trash, and other containers large enough to conceal a person shall be searched before leaving the compound unless they were filled under the continuous supervision of a staff member and the supervision maintained until their removal.

2. Vehicles parked in the staff/visitors parking area shall be locked.

4306. VOLATILE/POISONOUS/HAZARDOUS SUBSTANCE CONTROL. Supplies which may be dangerous shall be secured in accordance with applicable Navy/Marine Corps policy and Occupational Safety and Health Administration standards.

1. Medical Supplies. Everything containing a narcotic, alcohol, or poison requires special handling and accounting to provide adequate protection against carelessness, theft, and misappropriation. These supplies shall be controlled in accordance with the rules set forth in the Manual of the Medical Department. When such supplies are needed for use, they shall be withdrawn only by medical personnel.

2. Flavoring Extracts and Food. When the facility operates its own galley, close supervision by the personnel in charge must be maintained to prevent theft of material for making alcoholic beverages.

3. Poisons. Various compounds such as pest and rodent control powders and liquids, toilet bowl cleaner, soaps and detergents, and disinfectants are dangerous and must be controlled. These items shall be locked in a safe storage cabinet, dispensed in quantities required for immediate use, and issued for use only by staff.

4. Strong Irritants. Cleaning supplies, insecticides, and similar agents which contain strong irritants that may cause blindness or death must be closely controlled. These items shall be stored in a centralized location, properly issued and returned by staff.

5. Paints, Varnishes, Thinners, Plastic Glue, Duplicating Fluid, and Antifreeze. Prisoners have been known to sniff or drink mixtures containing harmful compounds which resulted in serious injury or death. The utmost care shall be taken by the staff to

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see that items of this kind are kept under lock, and that only the amount necessary for the work on hand is issued. The mixing of paints or varnishes requiring the use of commercial thinners or alcohol shall be carried out under the immediate supervision of a staff member. Bulk storage of these items shall be in a storage area approved in accordance with local safety regulations. Shops where these items are used will be closely supervised when in use and secured at all other times.

6. Gasoline, Kerosene, and Diesel Fuel. Highly volatile items such as these shall not be stored within the security perimeter of a brig. Such items should only be brought into the facility when necessary and then only in the amounts needed for the work on hand.

4307. WEAPONS

1. Restrictions. Firearms, ammunition, or chemical riot control equipment shall be allowed inside the security perimeter of the facility only when specifically authorized by the commanding officer or higher authority, and then only to prevent or stop a riot or general disturbance. The officer authorizing such use should ordinarily be physically present during the period of authorized use.

2. Firearms. The use of firearms will be authorized by the commanding officer only as a last resort. Firearms will be used only to prevent serious injury, loss of life, or to protect personnel (staff or prisoners) who are held as hostages. Persons should not be fired upon to prevent their escape unless in their efforts to escape, they harm or threaten to harm others seriously, or in any other way endanger the lives of others. Orders to halt will be given first. Warning shots shall not be fired. Firearms will be used only by personnel qualified in their use.

3. Batons. Batons, Riot Batons and Monadnock PR-24 Batons are considered deadly weapons. Their use may be authorized by the Commanding Officer only when the degree of force that can be applied by hand is inadequate to quell violence or control unruly prisoners/detainees. When authorized, apply the minimum force necessary to control the situation. Specific training and annual certification is required for personnel carrying the Monadnock PR-24 Baton.

4. Arms Locker. An arms locker shall be provided outside the security perimeter for the storage of weapons carried by personnel who visit the facility. An arms clearing trap shall be

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provided outside the security perimeter to safely clear all weapons prior to storage in the arms locker.

4308. TEAR GAS (CHEMICAL AGENTS)

1. Chemical riot control equipment may be used only upon order of the commanding officer, and only by a person trained in its use. A trained riot force of the command, post, or station should be utilized. Oleoresin Capsicum (OC) and Ortho-Chlorobenzylidene Malonitrile (CS gas) may be used in all naval brigs and pretrial confinement facilities with the exception of overseas facilities where OC or CS gas is prohibited in the Status of Forces Agreement with the host nation. Additional restrictions and responsibilities are provided below:

a. Oleoresin Capsicum (OC) spray:

(1) Ensure only trained personnel are allowed to use OC spray.

(2) Exposure to OC spray may cause respiratory failure in susceptible individuals. Ensure brig staff are appropriately trained in basic life support procedures before using OC spray.

(3) Use only OC spray that is free of potential or known carcinogens.

(4) Maintain a record on the use of OC spray during disturbance control, training, or during accidental release to monitor the number of individuals exposed and any attributed adverse outcomes.

b. Ortho-Chlorobenzylidene Malonitrile (CS gas) may be used when there is a large number of rioters so situated that their removal would be hazardous to other prisoners or staff personnel. The use of gas shall be authorized only by the commanding officer and only CS gas will be authorized. Normally grenade type canisters will be used.

(1) Sufficient gas should be used at the first attempt to quickly break up all resistance. The minimum effective amount and the maximum amount that can be safely used in any given area should be computed in advance and be maintained as part of the riot control bill.

(2) Provisions for equipment and personnel must be made for a follow-up action. The gas will break the resistance, but the prisoners may have to be forcibly removed. A follow-up squad

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equipped with gas masks should be ready to enter the affected area.

(3) The gas should be permitted to develop fully but not to dissipate before sending in the follow-up squad.

(4) A single gas shell or grenade can sometimes be used to break up a large group and make it easier to split off small portions. When this tactic is used the group will quickly regroup unless the follow-up is properly timed.

c. Aerosol Tear Gas Streamers. Commanding officers operating brigades may establish procedures for the control and use of aerosol tear gas subject to the following restrictions:

(1) The storage of aerosol tear gas shall meet the same requirement as other weapons, except that a minimum supply may be stored within a secure control center or a locked safe.

(2) Aerosol tear gas streamers shall not be carried by brig staff members unless immediate use is anticipated. Personnel shall be trained and receive certification/recertification for tear gas streamer use.

(3) Under the following conditions a commanding officer may authorize the brig officer to use aerosol tear gas streamers. In all cases where immediate use is dictated by emergency circumstances, each instance will be immediately reported to the commanding officer and documented.

(a) To intervene in violent, life-endangering, self-destructive behavior when other means of subduing the prisoner could result in serious risk of grievous bodily injury to staff or to the prisoner.

(b) To disarm or move a resisting prisoner into a more secure cell when use of streamer will aid in overcoming life-threatening actions of the prisoner.

(c) As an adjunct to riot control weapons when a significant number of prisoners are engaged in concerted violence.

(4) Aerosol tear gas shall never be used indiscriminately. It will not be used in anticipation of violence or in response to verbal threats of violence or resistance. Prolonged discharge directly into the eyes or face at closer than two feet is prohibited.

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(5) Commands or units maintaining an inventory of aerosol tear gas will establish procedures to account for all dispensers.

(6) Commanders who maintain an aerosol tear gas inventory shall establish procedures whereby:

(a) All personnel exposed to aerosol tear gas will receive decontamination treatment as soon as possible after exposure, but in no event shall the delay exceed 45-minutes. This treatment should include as a minimum copious irrigation of the eyes with cold water, and for those individuals heavily exposed to tear gas a medical department examination for evaluation and appropriate referral, and replacement clothing for individuals whose clothing is contaminated.

(b) Decontamination of the brig will be accomplished following the use of tear gas.

2. Whenever a chemical agent is used, a detailed description of the circumstances attending its use will be reported in accordance with article 8116.2. If injury or an adverse public reaction should occur, an interim telephonic report will be made immediately to Chief of Navy Personnel (Pers-84) or Commandant of the Marine Corps (Code MHC) with follow-up reports as soon as additional information becomes known.

#### 4309. INSTRUMENTS OF RESTRAINT

1. Instruments of restraint of any type shall not be used as punishment. See article 1102 of reference (b).

2. As a precaution against incidents created by dangerous, violent, or escape-minded prisoners, handcuffs, transportation belts, and leg irons may be utilized. Movement of prisoners requiring this restraint at a base or station shall be limited to specific occasions authorized by the commanding officer. Use of other control methods, e.g., strait jacket, must be authorized by a medical officer.

3. Instruments of restraint are not normally authorized to be used within the security perimeter of the brig except when preparing to move a maximum custody prisoner outside the segregation unit, or to regain control during a disorder, or when a prisoner is violent and self-destructive. The senior staff member on duty at the brig is the only one authorized to order the use of restraints in these situations. If restraints are used as a result of a disorder or on a violent prisoner, the commanding officer shall be notified immediately. The commanding officer or the command duty officer shall make an immediate on-



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site visit to observe that the use of restraints is appropriate and shall report that use to his or her immediate superior in command. An incident report shall be submitted as directed in article 8116 of this manual if the situation warrants it. In any case the senior staff member on duty at the brig shall ensure that restraints are removed as soon as possible.

4. Chains (irons, single or double) affixing a prisoner to a wall or other appurtenance, or other restraining devices not mentioned above are prohibited.

5. Restraints will not normally be used in the transportation of prisoners on station, i.e., meals, dispensary or hospital, station office interviews, court-martial proceedings, except as authorized in article 4201. Care should be taken not to display restrained personnel unnecessarily to the public.

#### SECTION 4. DISTURBANCES AND EMERGENCIES

##### 4401. PREVENTION OF DISTURBANCES

1. There are remote and immediate causes for all disturbances. Trouble may be indicated when prisoners become restless and flare up easily or when they avoid contact with staff members. Excessive numbers of disciplinary reports, requests for work or housing changes, and suicide attempts are indications of potential trouble and should be investigated to eliminate incidents that could result in a riot. A well-trained staff will be able to observe and detect tensions and unrest among prisoners and must report them promptly.

2. The frequent causes of disturbances are mistreatment, untrained staff personnel, failure to separate the problem prisoners from the regular prisoners, and improperly prepared or served food.

3. When an incident or disturbance occurs, staff members should identify individual prisoners involved and report their actions. The immediate identification and isolation of leaders may prevent the development of a major disturbance. Staff members shall be indoctrinated in the exercise of patience in the control of troublesome groups. Unnecessary use of force or arbitrary actions may precipitate a disturbance.

##### 4402. CONTROLLING DISTURBANCES

1. Staff personnel will avoid the use of force where the assigned responsibilities can be effectively discharged without its use. If security cannot be accomplished without the use of

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force, personnel shall use the minimum amount of force necessary to control the situation.

2. When deciding a course of action, responsibilities shall be considered in this order:

- a. General public safety.
- b. Safety and welfare of hostages (if any).
- c. Prevention of loss of life or injury to other personnel.
- d. Prisoner welfare.
- e. Protection of property.

4403. PRIORITIES OF FORCE. When the use of force is necessary, it will be exercised according to priorities of force and limited to the minimum degree necessary under the particular circumstances. All instances requiring the use of force shall be fully documented. The use of firepower is justified only under conditions of extreme necessity and as a last resort, and when all lesser means have failed, or cannot be reasonably employed. Examples of such circumstances are stated in article 4404. The application of any or all of the priorities of force listed or the application of a higher numbered priority without first employing a lower numbered one, will depend on and be consistent with the situation encountered during any particular disorder. The priorities of force and who may order them are:

<u>Priority of Force</u>	<u>Who May Order</u>
An order	any staff member
Show of force	brig officer, operations officer, brig duty officer/duty brig supervisor
Use of physical force, other than weapons fire	brig officer, or authorized representative
Use of high pressure water	brig officer
Use of batons, tear gas and/or chemical agent	commanding officer (see article 3201.1a)
Fire by selected marksmen	commanding officer (see article 3201.1a)

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Full firepower

commanding officer (see  
article 3201.1a)4404. DEADLY FORCE

1. Deadly force is defined as that force which is used with the purpose of causing, or which a person knows or should know would create, a substantial risk of causing death or serious bodily harm.

2. The following are examples of extreme situations where the use of deadly force may be directed:

a. To protect citizens, staff personnel, or hostages when a reasonable belief exists that they are in imminent danger of death or serious bodily harm.

b. To prevent the commission of a serious offense involving violence and the threatened death or serious bodily harm to another prisoner.

4405. FIRE BILL1. Fire Protection Requirements

a. Firefighting equipment must be provided in accessible locations and kept in working order. Fire extinguishing devices using any chemical harmful to personnel shall not be available to prisoners or located in prisoner areas.

b. Regular fire drills are required and will be coordinated with command firefighting personnel.

c. Emergency Breathing Devices (EBDs) shall be maintained in the control center for use by selected staff in case of fire or smoke in areas where prisoners or staff will need assistance. In large brigs, additional EBDs will be maintained at control posts close to prison berthing areas.

2. The fire bill shall provide for the following:

a. The security and prompt evacuation of all personnel to a preselected secondary control point.

b. Availability of efficient firefighting equipment at all times.

c. Modern portable fire extinguisher in close proximity to all housing units and at strategic locations in other areas.

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- d. Keys to emergency exits, properly controlled and distinctly marked.
- e. Availability of portable floodlight equipment.
- f. Training of staff and prisoners in prevention and reporting of fires.
- g. Prominent posting of the fire bill including layout of primary and alternate evacuation routes for the information of staff and prisoners.
- h. Fire drills to be conducted at least monthly and recorded in the brig log.
- i. All fire bills will be coordinated with and approved by the command fire marshal.
- j. Detailed plan of building(s) for fire department only.

4406. NATURAL DISASTER BILL

1. If a shore brig is not secure enough to withstand typhoons or hurricanes, prisoners and staff members shall be evacuated prior to the final alert stage or condition.
2. The disaster bill shall include the following:
  - a. A secure area/structure shall be predetermined for the security and prompt evacuation of all personnel.
  - b. Evacuation routes shall be predetermined for the security and prompt evacuation of all personnel. Routes through areas above the high water (flood or tsunami) line shall be clearly marked and prominently posted if geographic location dictates.
  - c. Emergency food, water, first-aid supplies, and communications shall accompany personnel if not already prepositioned at the evacuation site.
  - d. If time permits, basic prisoner records shall accompany personnel to the evacuation site.
  - e. The brig shall be secured once evacuation is complete.
  - f. Medical assistance shall be provided for injured personnel.

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g. All personnel should be accounted for once the emergency has passed, and an orderly return to the brig.

h. Working parties shall be formed as necessary to repair damage and clear debris.

4407. ESCAPE BILL

1. All precautions shall be taken to prevent the escape of prisoners. However, the escape of a prisoner is not detrimental to the reputation of a command or the staff when reasonable precautions have been exercised. Reasonable precautions include proper custody classification of prisoners, adequate instruction and supervision of staff, alertness of all staff members, a system of security inspections, and promulgation of an adequate escape bill.

2. All members of the staff and prisoner escorts from other activities or units shall be familiar with procedures to be followed in the case of an escape or attempted escape. In the event of an escape, or attempted escape, action as outlined below shall be taken:

a. Attempted Escape from a Brig. If a prisoner attempts to escape, take action in the following order.

(1) Command the escapee to halt and repeat the command one time, if necessary.

(2) If unsuccessful through the use of the command "Halt", prevent the escape by physical pursuit and restraint as may be necessary under the circumstances.

(3) An escape, whether successful or abortive, will tend to cause unrest and could lead to a disturbance. Care must be taken to ensure a proper count is conducted and that the daily routine is resumed as soon as possible.

(4) If the prisoner is injured when captured, request medical assistance immediately.

b. Attempted Escape from an Escort. If a prisoner tries to escape from an escort outside the brig or if the person refuses to obey an order to remain with the detail, the escort will attempt to restrain the individual with any effective means at hand, provided it can be done without jeopardizing control over the remaining prisoners in the detail. If the prisoner successfully escapes, the escort will march the remaining

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prisoners to the nearest means of communications, report the incident to the brig, and request instructions.

3. The escape bill shall provide for the following:

a. Procedures for reporting the absence of a prisoner and sounding the alarm without loss of time.

b. Maintenance of an up-to-date list of all staff members with addresses and telephone numbers so they can be recalled when needed (Emergency Recall Bill). This should be tested periodically to verify accuracy of recall numbers and the response time of staff members.

c. A listing of escape posts to be manned while the search is in progress. These may be divided into groups which provide for coverage according to areas and known circumstances.

d. Post instructions shall be provided for each staff member assigned to a post. Instructions should include post number, location of nearest law enforcement agency, and any other information that will assist staff members when they arrive on the post. Portable two-way radios should be issued each staff member assigned to an outlying post.

e. Provisions for notification of military and civil law enforcement agencies in the area when an escape has occurred and their notification upon apprehension. Deserter Information Point shall be notified immediately via telephone with a message to follow the next working day, and a DD 553 shall be completed and forwarded to the Deserter Information Point by the most expeditious means. (For Navy personnel call 800-336-4974; for USMC personnel call DSN: 226-2031/1148, commercial (703) 696-2031/1148; for Army personnel call DSN: 699-3711/2/3, commercial (317) 542-3711; and for Air Force personnel call DSN: 487-5118, commercial (512) 542-3711).

f. Special instructions for staff members who will remain on posts in housing units, galley, or other vital areas.

g. Provisions for picking up personnel assigned to outlying posts, and for turn-in of equipment.

h. Provisions that the escape plan not disrupt unrelated activities of the base or station.

i. Provisions for training of staff members in placing the escape bill into effect.

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j. Provisions for security of the bill. The bill must not be known to prisoners.

4408. RIOT CONTROL BILL

1. Personnel assigned to riot control response units shall be properly equipped and trained in local riot control measures.
2. Each team must be given specific instructions in the course(s) of action to be followed, and teams should enter the trouble area simultaneously from as many entrances as are available.
3. An estimate of the situation must be made before committing personnel to a condition that could result in a hostage-taking situation. Reinforcements should be called as necessary to handle the situation and they should be assembled as soon as they arrive. This delay can be used to plan the operation and determine immediate objectives. The outer perimeter must be secured.
4. Tear gas may be used as directed by article 4308.
5. Prior arrangements shall be made for the appropriate emergency response unit, not assigned to the brig, to secure the outside perimeter of the facility to prevent escape during the period of time spent in forming and briefing the facility riot squad. Practice drills should be held on a periodic basis. The kind and amount of force used will be directed by the situation. A standby reaction force is not required.
6. The riot control bill shall provide for the following:
  - a. Sounding the alarm.
  - b. Basic procedures for dealing with riots in the mess hall, recreation area, auditorium, or any place where large numbers of prisoners normally gather.
  - c. Instructions for identifying, separating, and housing ringleaders.
  - d. Provisions for notifying the commanding officer, security, fire and public works departments, and staff members (Emergency Recall Bill) who may be needed in controlling the riot.

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e. Training of all staff members in the control of riots, riot equipment, and familiarization with the riot and disorder bill.

f. Safety measures for staff and prisoners who are not participants.

g. Provisions for the protection of property.

h. A system of inspection and checks to ensure proper functioning and availability of emergency doors and equipment, i.e., gas masks, keys, weapons, ammunition, etc.

i. Taking immediate steps to close the security perimeter to any avenue of escape or breaching.

j. Procedures for localizing the disturbance.

k. Procedures to be followed in the event of a hostage-taking situation. See article 4409.

l. Procedures for permitting withdrawal from the affected area by prisoners not wishing to participate.

m. Provisions made for securing communications facilities, heat, water, and main electrical controls.

n. The cause of the disturbance should be ascertained if possible. Rioters may be conferred with, but no promises shall be made regarding any demands other than they will have a fair hearing. The use of a skilled negotiator from the brig staff or other department will be provided for in the Emergency Bill, but senior decision-making personnel shall not become directly involved in negotiations with prisoners.

o. Personnel should be instructed to closely observe the actions of the prisoners in order to provide future evidence concerning the agitators and ringleaders.

p. The use of cameras is encouraged during disturbances and will often have a cooling effect on the situation as well as providing graphic evidence in the case of future disciplinary hearings. A bull horn, movie camera, and tape recorder are practical equipment to have available for disturbances.

q. Detailed plan of building(s), (blueprint and/or videotape).



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r. The contents of the riot control bill shall not be revealed to any prisoner.

7. Post-Riot Procedures. The following steps shall be taken as soon as the disturbance is under control to ensure that no one has escaped and that the physical plant of the facility is secure.

a. Confine all participants of the riot and assign sufficient supervision to prevent a recurrence of the disturbance.

b. Account for all prisoners.

c. Provide extra supervisory personnel in all quarters and the dining hall until it is certain that the disorder is completely subdued.

d. Confine all leaders and agitators in special quarters.

e. Curtail all work and recreation activities, if necessary, and rearrange dining schedules so that it is possible to provide adequate supervision for small groups of prisoners.

f. Conduct a thorough investigation of the incident.

g. Photograph all damaged areas and destruction before making repairs.

h. Arrange for repair of damage to the brig's physical security.

i. Debrief staff personnel.

4409. HOSTAGES. Although the taking of hostages during a disturbance or an escape attempt is not a usual practice of military offenders, it is a very real threat and contingency plans must be issued. The proper indoctrination of all staff members and the specialized training of hostage reaction teams is imperative. It is Secretary of the Navy policy that if a disturbance occurs in a brig, necessary force will be used to subdue the disturbance. All orders received from an individual under duress or being held hostage shall be referred to the next senior in the chain of command before being acted upon. Until a response is received, failure to comply with an order given under duress is excusable.